

ADMINISTRATIVE-INTERNAL USE ONLY

OCT 30 1975

MEMORANDUM FOR: Chief, Policy and Plans Group
THROUGH : Deputy Director of Security (PTOS)
SUBJECT : MBO Objective OS-D-01-76
REFERENCE : Memo from DD/P&M to DD/PTOS, same
subject, dated 19 September 1975

1. As requested in the reference, attached is the submission of this Division in response to Milestone Two of the subject MBO Objective.

2. The column headed RC (Retention Category) uses letters a through d to indicate the following:

- a. must be kept by law
- b. must be destroyed
- c. should be kept
- d. should be destroyed

Where there are two letters in the RC column opposite a particular file type the figures indicate the percentage of that type applicable to the accompanying letter.



Chief, Technical Security Division

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OFFICE OF THE CHIEF

<u>FILE TYPE</u>	<u>QUANTITY (FT)</u>	<u>RC</u>
Policy	2	c
Personnel	3	c.8 d.2
Committee Files, Reports (USIB, TSCS, ACWG, etc.)	6	c.75 d.25
Financial	2	c
Chronos	1	c
Project	2	d
Tapes	.35	c
Odd-Size (Regulations - Handbooks) Crypto material, charts)	4.25	c.75 d.25
Total	20.60	

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FILE TYPEQUANTITY (FT)RC

Course Material
 Admin Files
 Technical Reports
 Application Notes
 Slides
 Cameras
 Miscellaneous
 Blueprints
 Medical Supplies
 Card Files (student records)
 Reference Material
 Technical Handouts
 Viewgraphs
 Catalogs
 Forms
 Lesson Tapes

4	C	
6	C	
4	C	
1	C	
1	C	
1	C	
1	C	
2	C	
1	C	
2	C	
11	c.75	d.25
4	c.75	d.25
2	C	
4	c.75	d.25
4	c.75	d.25
4.5	C	

TOTAL

52.5

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OPERATIONS BRANCH

<u>FILE TYPE</u>	<u>QUANTITY (FT)</u>	<u>RC</u>
Foreign Station Files	40	C
Policy Papers	6	C
Chronos	2	C
[] Files	6	C
Classified Manuals & Publication	10	C
Working Papers (Operations Branch Personnel)	20	C
[]	1.5	C
TOTAL	85.5	

NOTE: 50 feet of reference material was transferred to Engineering & Planning Branch. Eighteen (18) feet of reference material was destroyed.

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ENGINEERING & PLANNING BRANCH

<u>FILE TYPE</u>	<u>QUANTITY (FT)</u>	<u>RC</u>
Policy and Administration files	2.5	c
Engineering Reports, proposals and studies	30.0	c
Computer Texts and Printouts	2.5	c
Engineering Drawings	3.0	c
Engineering & Mathematical texts	22.0	c
Equipment Instruction Manuals	15.0	c.8 d.2
Equipment and Parts Catalogs	13.0	c.7 d.3
Engineering Periodicals	12.0	c.6 d.4
TOTAL	100.0	

NOTE: 50 cu. ft. of reference material transferred from Operations Branch.

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SECURITY EQUIPMENT BRANCH

<u>FILE TYPE</u>	<u>QUANTITY (FT)</u>	<u>RC</u>
Equipment Policy	.5	C
Admin/Personnel	3.5	C
Equipment Studies	12.0	C
STAT Equipment Installations	1.0	C
Equipment Installations	4.0	C
Technical Reference Materials	5.0	C

TOTAL	26.0
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